

# Partner Talk

Volume 1, Issue 3



Stay in the know! Sign up for LISTSERV!

WisDOT uses electronic mailing lists (LISTSERV) to pass along updates, law and fee changes and lots of helpful processing tips!

#### Dealers

[www.dot.wisconsin.gov/business/dealers/listserv.htm](http://www.dot.wisconsin.gov/business/dealers/listserv.htm)

#### Lenders

[www.dot.wisconsin.gov/business/dealers/financial-inst.htm#lenderlistserv](http://www.dot.wisconsin.gov/business/dealers/financial-inst.htm#lenderlistserv)

### Fall /Winter 2009

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## Loan filing fee changes from \$4 to \$10

Effective January 1, 2010, Wisconsin's lien fee will increase from \$4 to \$10, as part of the 2009-2011 Biennial Budget, Wisconsin Act 28. This fee increase affects all liens, whether submitted electronically or on paper, dealer sale or private party. For dealer sales, the date of delivery determines whether the new or old lien fee applies.

In order to allow agents seven business days to complete transactions electronically, the new fees apply to electronic title transactions started on or after January 15, 2010.

- If the transaction is started **before** January 15, 2010, the \$4 fee will apply, even if the application is completed after that date.
- Any lien transaction started **after** January 15, 2010, will be subject to the \$10 lien fee.
- If a transaction is canceled and restarted, the lien fee will be calculated based on the date the new transaction is started. If a dealer cannot complete the transaction and mails it to WisDOT, they should include a Mail to DOT form with a valid reason for not processing the transaction. If the date of sale is prior to January 15, 2010, processors will modify the fee as described above.

## Lien processing mandatory for lenders

As of July 1, 2010, non-individual lienholders will be required to electronically process lien add and release transactions for their Wisconsin customers. A financial institution may be exempt from this requirement if they added 48 or fewer liens in the previous calendar year. Newly established non-individual lienholders will have 30 days to comply with the processing requirement.

If a financial institution is exempt and chooses not to electronically process, there will be a manual processing fee per application submitted to WisDOT. A non-exempt financial institution will be assessed the processing fee, plus a surcharge for each application that could have been processed electronically. The manual processing fee and surcharge amounts will be established by rule.

Some transactions may be exempted, due to technology limitations. Liens added as part of a title transaction, such as a repossession or transfer of ownership, are not subject to the requirement, but may be processed electronically if the lienholder's processing system allows.

Motor vehicle dealers must electronically process retail sales transactions for their customers. When a dealer transaction involves the addition or removal of a lien, the requirements for mandatory lien processing are fulfilled.

Wisconsin is pleased to offer three options for electronic processing:

CVR— Marla Frazier, (847) 420-9341

triVIN—Kim Winskell, (800) 876-2312, ext. 4242

e-MV Agent—<http://www.dot.wisconsin.gov/business/dealers/emvagent/index.htm>

## Priority service option eliminated

WisDOT has eliminated the priority service option for issuance of title and registration products. Effective January 4, 2010, applications requiring manual processing should be mailed to the WisDOT regular service address: Wisconsin Department of Transportation, P.O. Box 7949, Madison, WI 53707-7949.

## Title and registration application changes

The MV1, MV11, and MV12 Title and Registration application forms are undergoing significant changes. New forms will be available soon; agents may use up their old stock but are required to charge the current fees.

Changes include:

### Lien fee increase

The lien fee will increase from \$4 to \$10, effective January 1, 2010.

### Removal of priority service option

Any applications mailed to the priority service address will be processed with regular service applications, in the order they are received by the department.

### New wheel taxes

City of Mayville: \$10—effective April 1, 2009; city of Milwaukee: \$20—effective December 1, 2008.

Wheel taxes are collected in addition to regular registration fees when a license plate is issued or renewed for a vehicle kept in one of those cities. Wheel taxes are not collected on transactions with a plate to transfer.

### New local sales tax

Clark County sales tax: 0.5%—effective January 1, 2009.

### License plate types

Light truck registration will be added to section G of the MV1 and MV12, section H of the MV11.

## New license plates coming in 2010

Milwaukee Brewers fans will have the opportunity to show their team spirit in 2010, with the introduction of two new Brewers license plates. Additionally, WisDOT and the Wisconsin Department of Natural Resources will introduce a second Endangered Resources license plate. Customers may choose between the new design, which has not yet been finalized, and the current wolf design.

Application forms for these plates will be made available on the WisDOT Web site. When the new plates are ready for circulation, agents will issue customers regular plates and may assist customers in applying for the special plate. Agents will be notified once the plate designs have been added to third party systems; these plates will then be processed like other “out of stock” or “central issue” plates.

## Salvage inspection requires WI salvage title

Wisconsin inspectors may only accept a valid Wisconsin salvage title when performing a salvage inspection.

Wisconsin dealers must apply for a Wisconsin salvage title when holding the vehicle for resale if:

- The current Wisconsin title does not have a salvage title brand.
- The out of state title has a salvage title brand.
- The reassignments on the Wisconsin salvage title are full.

Wisconsin dealers cannot apply for a Wisconsin salvage title if the vehicle already has a Wisconsin salvage title unless the reassignments are full, or for another valid reason, such as a non-conforming title.

Wisconsin dealers may apply for a Title Only in the name of the dealership if the vehicle is salvage but has not already been issued a Wisconsin title.

## Tip for dealers - No "T.O." (Title Only) for WI residents

Title Only transactions for Wisconsin residents cannot be processed electronically. Mail the application with a completed Mail to DOT form, marking the "Title Only" exemption.

**Note:** Do not select the IRP option unless your customer is registering the vehicle under the International Registration Plan.

A Title Only transaction for an out of state resident with a lien can be completed electronically, if the customer does not have a prior Wisconsin address on record. If you have any questions, please contact APU at 608-266-3566.

## Know what you're certifying

Electronic certification statements hold the same weight as an ink signature on paper. It is important to know what you are certifying. When a motor vehicle dealer completes a title transaction electronically, they certify the following:

- For value received I hereby sell, assign or trade the vehicle described in this document to the purchaser(s) named, and I certify that all liens shown on the certificate of title are paid.
- The prior owner's odometer statement has been shown to the purchaser unless exempt from odometer disclosure.
- The completed odometer disclosure for this retail sale was signed by the purchaser unless exempt from odometer disclosure.
- I certify to the best of my knowledge the information and statements on this application are true and correct.

These four statements are consistent across the different processing systems and title transactions. Additional information, such as liens or motorcycle/moped federal certification labels, will be certified within specific transactions.

Use of the Title Only-IRP transaction certifies that the customer's vehicle is participating in the International Registration Plan (IRP). IRP vehicles regularly pass through multiple states, and a portion of their registration fees go to each of these states.

## Mail applications with "holds" to WisDOT

Applications that have system holds, such as TVRP or Safety Responsibility incidents, must be processed manually by WisDOT. Do not hold these applications waiting for the incidents to be removed. Complete a Mail to DOT form and mail the application, ownership document and all fees to the address listed on the form. Do not issue metal plates.

Section 2.3 of the APPS program standards addresses the issue of turnaround:

*The agent must process a title transaction and submit fees and paperwork within seven business days of the date the transaction is finalized with the customer. This is the:*

- Date of delivery for dealer sales
- Date the loan is closed for lenders
- The date the customer appears at the agent's place of business, for walk-in providers

\* Note: Applications in a pending status are not considered completed.

## Mark your calendar—WI DMV closures for 2010

Wisconsin DMV phone centers and offices will be closed for staff furlough or in-service on the following dates in 2010:

Friday, January 15  
Monday, February 15  
Friday, April 2

Monday, April 26  
Friday, May 28  
Friday, July 2

Friday, September 3  
Monday, October 11  
Friday, November 26



## Collecting tax at point of sale

Effective October 1, 2009, anyone who holds a seller's permit is required to collect tax on the sale amount of a vehicle they sold. The seller should submit the tax directly to the Department of Revenue (DOR), along with the tax collected on other items sold during the quarter. The purchaser will not pay the tax to WisDOT since the seller will have already collected the tax.

For further information regarding these changes, please visit the DOR Web site at:

<http://www.revenue.wi.gov/taxpro/news/090930a.html>

<http://www.revenue.wi.gov/taxpro/news/090930b.html>

If you have questions about processing applications with taxes, contact your vendor help desk for assistance.

## Completing yellow mailing labels in 2010

WisDOT is in the process of updating the yellow mailing labels used to mail completed work for imaging in 2010. You may continue to use any remaining stock you have at this time.

Write the last title number from that day's title transaction on the mailing label. Place the "1" above the "0" in the first box on the label, for all transactions completed on or after January 1, 2010. Do not write the check digit on the mailing label. Please do not put more than one day's processing in an envelope.

## Picking up Packers plates

Over the course of the next six months, WisDOT will be collecting any remaining dealer and third party agent stock of Green Bay Packers plates. These plates will still be available for electronic issuance through the "Out of stock" or "Central issue" options. Dealers and agents are responsible to return plates at their own cost. All Packer plate inventory must be returned to:

**License Plate Issuance Unit**  
4802 Sheboygan Ave, Room 87A  
Madison, WI 53705

Dealers and agents with more than 15 Packers plates in stock may be eligible to have a WisDOT representative pick up the plates. Call the Dealer and Agent Section at 608-266-1425 for more information.

## DPPA and DMV data

The federal Driver's Privacy Protection Act (DPPA) restricts access to Division of Motor Vehicles (DMV) records. The act is intended to protect the privacy of personal information relating to driver licenses and permits, vehicle titles and registrations issued by motor vehicle departments.

Electronic processing agents are permitted to access personal information in order to complete electronic title and registration transactions. Agents may check records for legitimate processing-related business purposes such as verifying ownership, liens, trade-ins and brands. Information should not be released to unauthorized persons, or used for marketing or other non-business purposes. Motor vehicle dealers and third party agents must be very careful when accessing DMV data as it relates to DPPA, which includes information that has been obtained from the DMV database via the CVR, triVIN, e-MV11 or e-MV Agent electronic processing systems.

## Thanks but no thanks

From time to time dealers have sent gift baskets to a staff member as a token of appreciation for a job well done. Although we are honored to be recognized for outstanding customer service, the code of ethics prevents a state employee from accepting such a gift.

If you want to recognize someone for the job they did, a letter to the Dealer & Agent Section would be appreciated. The employee will be recognized which can lead to a Performance Plus Award for the employee.

